



FY19 Performance Management Cycle Timeline

The following timeline is a full performance management cycle timeline for all County employees. Use this as a reference to ensure you have met the FY18 deadlines to create, edit and finalize performance plans and evaluations.

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul. 1, 2018	OHR publish performance plans in Oracle WPM	OHR WPM Plan Administrator
	<input type="checkbox"/>	Jul. 1, 2018	Work together to create employee's performance plan content.	Supervisor Employee
	<input type="checkbox"/>	Aug. 13, 2018	Create direct reports' performance plans: <ul style="list-style-type: none">NBU employees' appraisals in Oracle WPM and/or;Paper Performance Planning and Evaluation (PPE) forms for BU employees.	Supervisor
	<input type="checkbox"/>	No later than 10 days after plan is established.	Provide employee with a copy of the signed performance plan.	Supervisor
	<input type="checkbox"/>	Aug. 14, 2018	<ul style="list-style-type: none">Generate Appraisal Status Monitor reports.Ensure employee WPM appraisals and paper PPEs are created.	HR Liaison
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performance.Discuss training and career development opportunities with your supervisor.	Employee
	<input type="checkbox"/>		Conduct frequent performance coaching sessions throughout the year with your employees.	Supervisor
Phase 2: DEVELOP	<input type="checkbox"/>	Jan. 31, 2019	Schedule, conduct and document mid-year progress discussions with employees.	Supervisor
	<input type="checkbox"/>		Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed).	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performance.Discuss training and career development opportunities with your supervisor.	Employee
	<input type="checkbox"/>		Conduct frequent performance coaching sessions throughout the year with your employees.	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	April 12, 2019	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE.	Employee
	<input type="checkbox"/>	April 26, 2019	<ul style="list-style-type: none">Enter performance ratings and comments on online WPM appraisals (except overall rating and comments).Enter performance ratings and comments on paper PPEs.Print hard copies of evaluations.Enter overall ratings and comments on hard copies of online evaluations.Share the hard copies-of evaluations with reviewing official.	Supervisor
	<input type="checkbox"/>	May 13, 2019	<ul style="list-style-type: none">Review hard copies of WPM performance evaluations.Approve evaluations or make recommendations to supervisors.	Reviewing Official
	<input type="checkbox"/>	May 31, 2019	<ul style="list-style-type: none">Make edits and enter overall ratings and comments on online appraisals and paper PPEs and obtain reviewing official approval.Schedule performance evaluation meetings with employees to conduct performance evaluation discussions.Sign and date evaluations.	Supervisor
	<input type="checkbox"/>	June 14, 2019	Enter evaluation summary/comments on your online appraisal or paper PPE	Employee
	<input type="checkbox"/>	June 28, 2019	<ul style="list-style-type: none">Generate Appraisal Status Monitor reports.Ensure all employee evaluations are completed in WPM and on paper PPEs.Submit paper PPEs to Core HR/Records Management – EOB 12th FloorEnsure that supervisors provide you with hard copies of their own and their direct reports completed appraisals for recordkeeping	HR Liaison
	<input type="checkbox"/>	June 28, 2019	Finalize appraisal in WPM.	Employee
	<input type="checkbox"/>	June 28, 2019	Sign and date evaluation on paper PPE (electronic appraisals are date-stamped when routed).	Employee Supervisor Reviewing Official
	<input type="checkbox"/>			

WPM Tools and Resources

Visit [Performance Management Resources](#) and [WPM System Training Materials](#) for available online resources including policies and procedures, forms and guidelines.

Questions

Your department HR Liaison is your first point of contact for performance management questions. If you have additional questions, please contact the Performance Management team at performance.matters@montgomerycountymd.gov.